# CHAPTER 1

# SYSTEM OVERVIEW

# OVERVIEW

**System description**   The Employee Development System (EDS) automates the submission, approval, tracking, and processing of training requests from the originating office through the evaluation and closeout process.

**Benefits**
- Minimal preparation time

- On-line catalog of all on-site courses, plus off-site courses previously attended

- Nominate a group of employees for the same course in one step

- Easily check training request status

- On-line approvals—route request to any approving official

- Easy access to your office's training information

- Daily e-mail notification of actions awaiting your approval

- You designate who can act for you

**Users**   Users include:
- Training coordinators
- Supervisors and managers
- Employee Development staff

All users can create and route training requests.  Back-ups can submit requests only when "acting as" the primary training coordinator or approving official.

**Need help?**   Call the **ARC Help Desk—304-480-8000**.  The ARC Help Desk will track all problems to improve future service and system performance.

**Bureau Public Debt Address:**   Bureau of the Public Debt
200 Third Street
Parkersburg, WV  26106-1328

# ALCOHOL, TOBACCO TAX AND TRADE BUREAU
# OFFICE OF TRAINING AND PROFESSIONAL DEVELOPMENT (TPD)

Under the office of the Administrator of Management, TPD supports the strategic plan of the Bureau by developing and delivering professional training that enhances the performance of all employees. TPD works very intricately with the Bureau of Public Debt (BPD) Employee Development (ED) staff in the implementation of training courses through the Employee Development System (EDS).

# TPD ROLES IN THE PROCESS

- Develops the standards and directives concerning the delivery of the bureau's training programs in the EDS.
- Provides oversight over EDS processes in junction with the BPD ED staff to ensure the smooth and effective operation of the system in order to meet the Bureau's needs.
- Serves as a liaison between BPD ED staff, TTB field offices, and Bureau Headquarters directorates to resolve any systemic problems with users or the EDS system.
- Reviews course data and reports generated in EDS to access future training needs.
- Works with training coordinators to communicate any EDS changes to policies or procedures as a result of discussions and/or meetings held with BPD.
- Works on behalf of the Bureau to foster a unique partnership between BPD and TTB to further enhance training goals and objectives.

# TRAINING COORDINATORS ROLES AND RESPONSIBILITIES

## Who are they?

A training coordinator may be (but not limited to) a management analyst, secretary, timekeeper, or travel coordinator.

## Responsibilities—What do they do?

- Complete and transmit new training requests.

- Check TTB Franchise page for training announcements.

- Coordinate nominations for both on-site and off-site classes with field division or Bureau Headquarters managers.

- Transmit nominations in priority order—through the EDS—to Bureau Public Debt (BPD) Employee Development (ED).

- Provide BPD ED with necessary information and documents needed for registration.

- Check status of training requests to ensure that BPD ED receives them in time for registration:

  o BPD ED must receive on-site training requests before the nomination deadline. Off-site requests must reach BPD ED in time to register the employee for the training.

  o Check the location of training requests each day by selecting Request Status under the Actions menu in the EDS. If an action is not moving, electronically notify the approving official that an action needs attention.

- Coordinate cancellations and substitutions within the office, informing TTB Office of Training and Professional Development and BPD ED of all cancellations and substitutions authorized by the supervisor.

- Inform affected employees in the work unit when a class is canceled or rescheduled.

### What don't they do?

- Register anyone for training. BPD ED registers employees for all courses—on-site and off-site—after receiving the fully approved training request. This avoids unauthorized purchases. The one exception: registration for courses funded through the *Tuition Assistance Program* (page 3-22). Tuition assistance registration is the responsibility of the employee involved.

- Write justifications for their employees to attend training. Depending on who initiates the training, the employee or the supervisor must provide the training coordinator with a statement explaining how the training will benefit the work unit or employee in the current job, or how the class benefits TTB as a whole.

- Assign priorities to on-site training requests. Supervisors or managers assign priorities.

- Cancel employees from training without the supervisor's prior authorization.

- Contact a training vendor to cancel or reschedule training. Call BPD ED—they're responsible for calling the vendor.

- Discuss any details regarding an employee's training history or activities with anyone other than the affected employee or their supervisor.

- **ACCESSING TTB FRANCHISE WEB PAGE**

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**Introduction**      This section provides an overview of the TTB Franchise Web Site Page.

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**To Access**         Enter http://arc.publicdebt.treas.gov/dwp/fs/fscustpg.htm

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**First Screen**      Screen displays Customer Access Pages.  Click on Treasury, Alcohol and Tobacco
                      Tax and Trade Bureau.
                      _____

**Second Screen**     Under Human Resource Services, click on EDS 2.0.
                      _____

**Third Screen**   Enter User Name and password.  Click OK.  Screen displays Opening Screen of EDS 2.0.

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File   Edit   View   Favorites   Tools   Help

Back

Address  http://arc.publicdebt.treas.gov/DWP/fs/fscustpg.htm

Links   Customer Pages   Franchise Website   Google   ASD Travel Services   FOXNews.com   CNN.com   HR Connect Sign-in   PD Web

**Bureau of the Public Debt's**
# administrative resource center

Home | About ARC | Why Choose ARC | Our Customers | Contact Us

## Customer Access Pages

Armed Forces Retirement Home

Bureau of the Public Debt

Centers for Disease Control and Prevention

Commodity Futures Trading Commission

Community Development Financial Institutions Fund

DC Pensions Fund

Defense Nuclear Facilities Safety Board

Department of Homeland Security-OIG (FEMA-OIG)

Federal Consulting Group

Federal Maritime Commission

Federal Mine Safety and Health Review Commission

FedSource

Financial Crimes Enforcement Network

Financial Management Service

Franchise Business Activities

HUD - Office of Inspector General
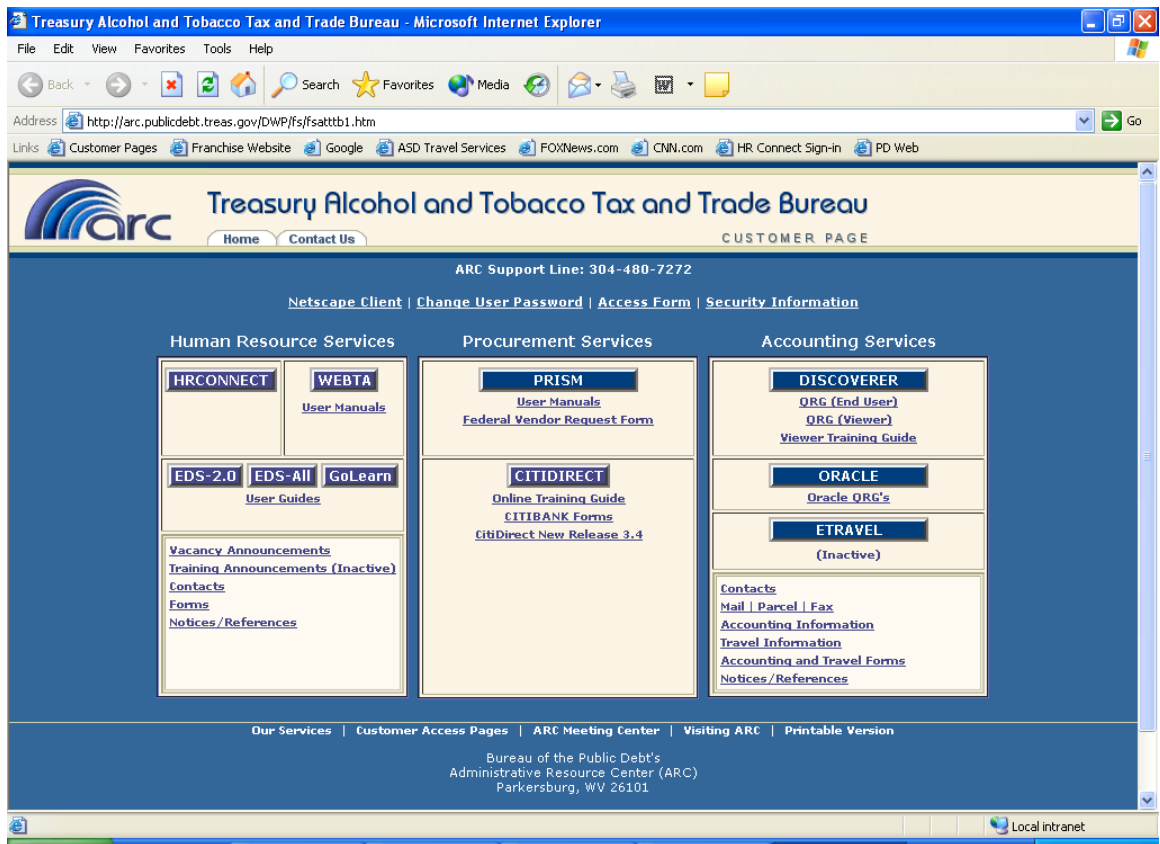
Inter-American Foundation

Merit Systems Protection Board

Occupational Safety and Health Review Commission

Office of Government Ethics

Office of Technical Assistance

Office of Thrift Supervision

Treasury Agency Services

Treasury Alcohol and Tobacco Tax and Trade Bureau

Treasury Departmental Offices

Treasury Franchise Fund

Treasury Inspector General for Tax Administration

Treasury Office of Inspector General

U.S. Access Board

U.S. Chemical Safety and Hazard Investigation Board

U.S. Court of Appeals for Veterans Claims

U.S. Office of Special Counsel

Our Services | Customer Access Pages | ARC Meeting Center | Visiting ARC | Printable Version

Bureau of the Public Debt's
Administrative Resource Center (ARC)
Parkersburg, WV 26101

If you need help reading or finding information on our website, please contact arcweb@bpd.treas.gov for assistance.

# Treasury Alcohol and Tobacco Tax and Trade Bureau

Home    Contact Us

CUSTOMER PAGE

**ARC Support Line: 304-480-7272**

Netscape Client | Change User Password | Access Form | Security Information

## Human Resource Services

**HRCONNECT**   **WEBTA**
**User Manuals**

**EDS-2.0**  **EDS-All**  **GoLearn**
**User Guides**

Vacancy Announcements
Training Announcements (Inactive)
Contacts
Forms
Notices/References

## Procurement Services

**PRISM**
**User Manuals**
**Federal Vendor Request Form**

**CITIDIRECT**
**Online Training Guide**
**CITIBANK Forms**
**CitiDirect New Release 3.4**

## Accounting Services

**DISCOVERER**
**QRG (End User)**
**QRG (Viewer)**
**Viewer Training Guide**

**ORACLE**
**Oracle QRG's**

**ETRAVEL**
(Inactive)

Contacts
Mail | Parcel | Fax
Accounting Information
Travel Information
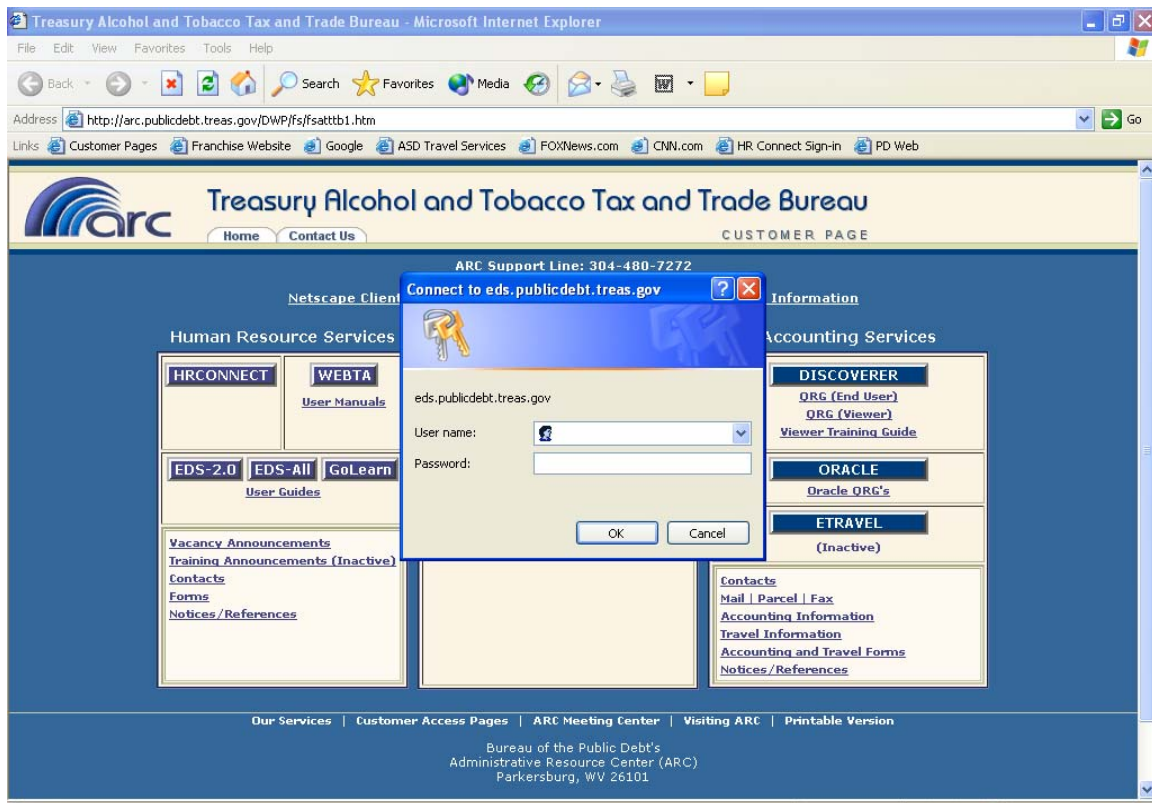Accounting and Travel Forms
Notices/References

Our Services  |  Customer Access Pages  |  ARC Meeting Center  |  Visiting ARC  |  Printable Version

Bureau of the Public Debt's
Administrative Resource Center (ARC)
Parkersburg, WV 26101

Local intranet

## • **Opening Screens**

| | |
|---|---|
| **Introduction** | This section provides an overview of the opening screens of EDS. |
| **Welcome screen** | A welcome screen appears each time you enter EDS. |
| **What you might have to do** | Depending on your PC setup, you may have to resize the EDS window. Place the cursor on the title bar and drag the window to the left. You may have to maximize the window, depending on the version of Internet Explorer on your PC. |
| **What will you see?** | On the welcome screen you will see:<br>✓ Your identity in EDS<br>✓ The cost code in which you are currently operating.<br>✓ Requests Pending—number of requests awaiting your approval if you are an approving official. |